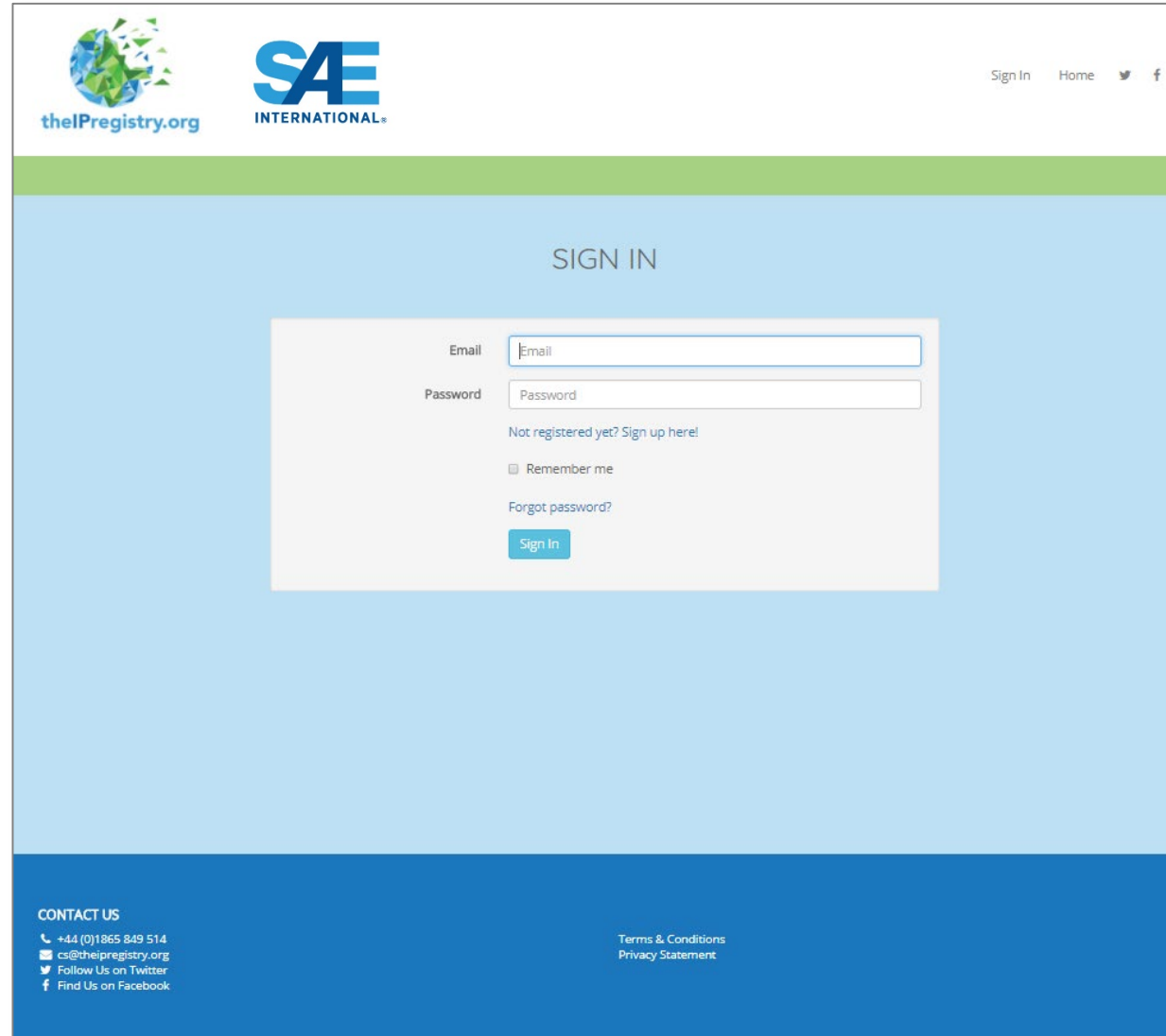


# Customer sign-in

SAE customers can either sign in to existing accounts or register as users.



The screenshot shows the sign-in page for SAE International. At the top left, there are logos for 'theIPRegistry.org' (a globe icon) and 'SAE INTERNATIONAL' (the letters 'SAE' in a large, blue, stylized font). To the right of these logos are navigation links: 'Sign In', 'Home', and social media icons for Twitter and Facebook. The main content area has a light blue background with the text 'SIGN IN' centered at the top. Below this is a white sign-in form with two input fields: 'Email' and 'Password'. Under the 'Password' field, there is a link 'Not registered yet? Sign up here!'. Below that is a checkbox labeled 'Remember me'. Further down is a link 'Forgot password?'. At the bottom of the form is a blue 'Sign In' button. The footer of the page is dark blue and contains contact information on the left and links to 'Terms & Conditions' and 'Privacy Statement' on the right.

theIPRegistry.org SAE INTERNATIONAL

Sign In Home Twitter Facebook

SIGN IN

Email

Password

Not registered yet? [Sign up here!](#)

Remember me

[Forgot password?](#)

CONTACT US

+44 (0)1865 849 514  
cs@theipregistry.org  
Follow Us on Twitter  
Find Us on Facebook

[Terms & Conditions](#)  
[Privacy Statement](#)

# IP Recognition

Select “sign up here”. The IP address you are accessing the site from will be recognized. If the correct organization is listed click the “Yes, continue and register” button.

IP addresses may not be correctly recognized if you are accessing the Registry via mobile devices or from an off-site location.

If this is the case you should click the “No, let me search for a different organization” button.

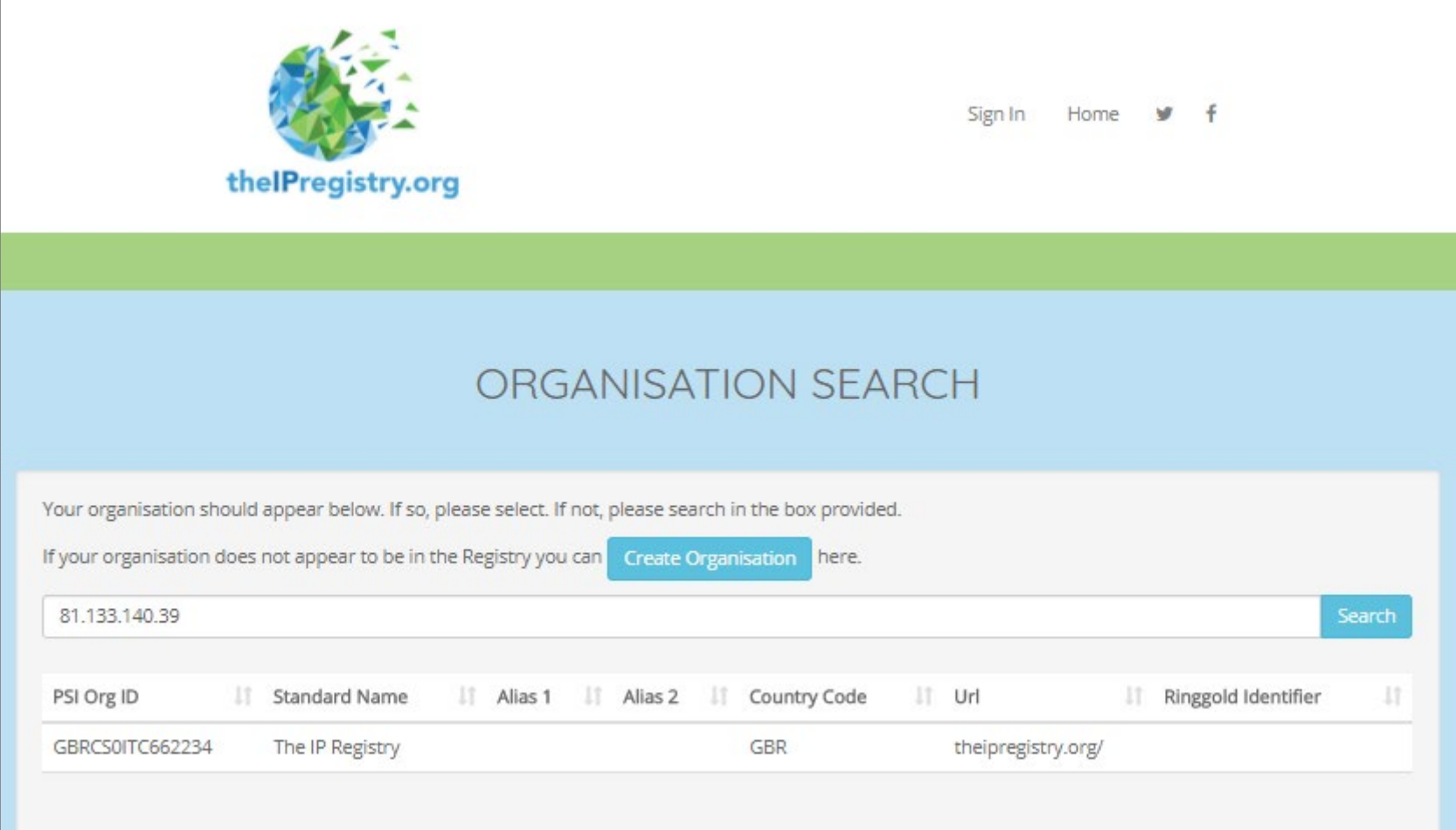


The screenshot shows the IP Registry website interface. At the top left is the logo for theIPRegistry.org, which features a stylized globe made of green and blue triangles. To the right of the logo are navigation links for "Sign In", "Home", and social media icons for Twitter and Facebook. Below the navigation bar is a green horizontal bar. The main content area displays a welcome message: "Welcome to the IP Registry, your IP is recognised for:". Below this message is a table with the following details:

Standard Name	The IP Registry
PSI Org ID	GBRCS0ITC662234
Category Description	Corporate
Size Description	S0
Type Name	ITC
Type Description	IT Company
Country Code	GBR
Country Description	UNITED KINGDOM
Url	theipregistry.org/
External Reference	
Ringgold Identifier	
Is this you?	<input type="button" value="Yes, continue and register"/> <input type="button" value="No, let me search for a different organisation"/>

# Search for Organisation (if IP not recognized)

If you select, “No, let me search for another organization”, you can search using you IP address, organization name (alias, acronym, local name, keywords), and/or their 6-digit PSI Org ID.



The screenshot shows the website's header with the logo and navigation links. The main content area is titled "ORGANISATION SEARCH" and contains a search form with a text input field containing "81.133.140.39" and a "Search" button. Below the form is a table with one row of search results.

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Url	Ringgold Identifier
GBRCS0ITC662234	The IP Registry			GBR	theipregistry.org/	

# Browse the registry

Results are initially displayed in order of relevance. Results can be sorted (A-Z or Z-A) by any column.

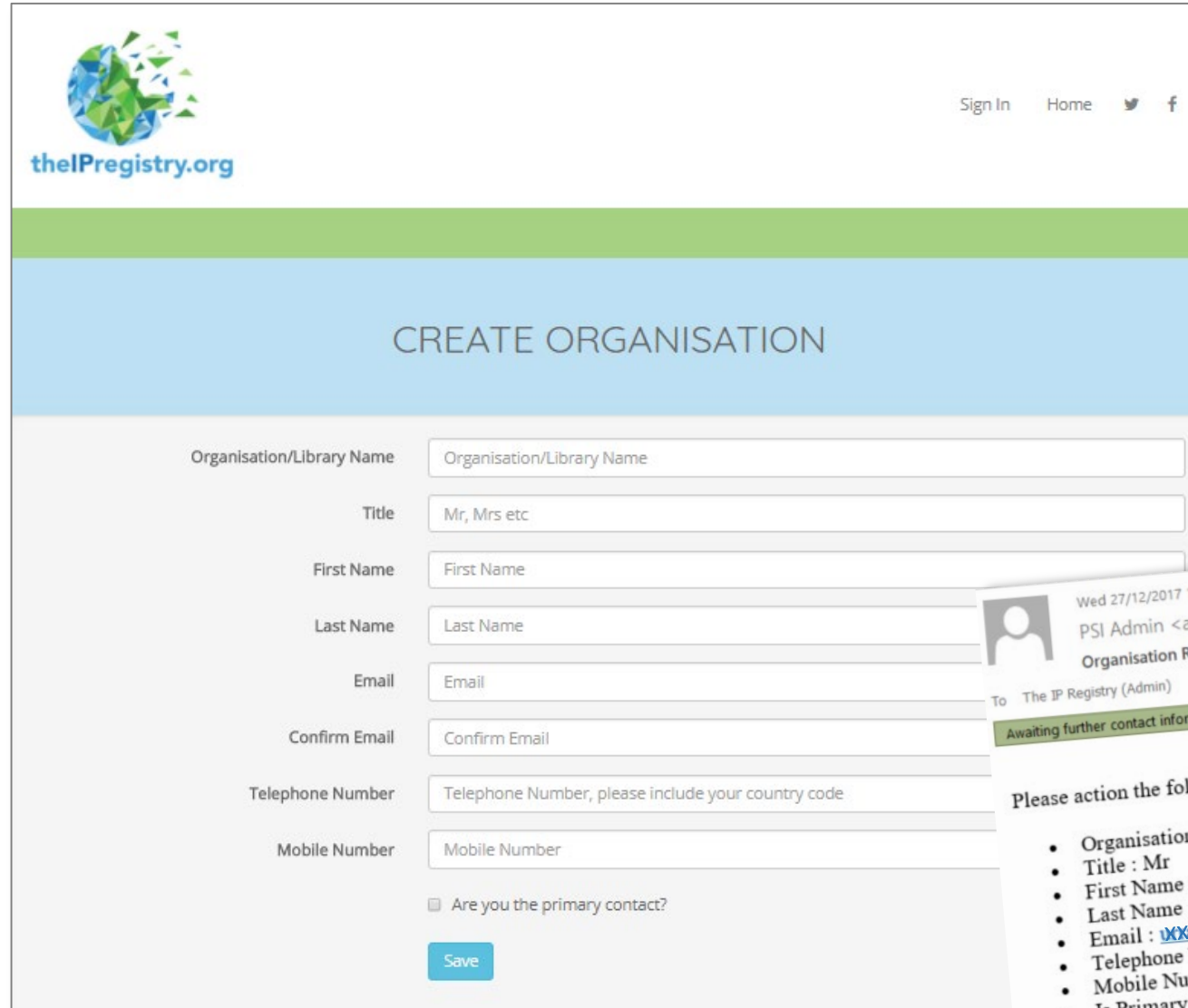
The PSI Org ID is made up of 5 components: 3-digit country code, category, size, type, unique ID#

The screenshot shows the theIPRegistry.org website interface. At the top, there is a logo and navigation links for 'Junkoyang@publishersolutionsint.com', 'Sign out', 'Home', and social media icons. A 'Browse Menu' is visible below the header. A search bar contains the text 'Liverpool' and a 'Search' button. Below the search bar is a table of search results. The table has columns for PSI Org ID, Standard Name, Alias 1, Alias 2, Country Code, Organisation Type, Url, Ringgold Identifier, Root, Hierarchy Size, and IP Status. The results are sorted by relevance. At the bottom of the page, there is a pagination control showing 'Showing 1 to 10 of 18 entries' and a 'Show 10 entries' dropdown. A navigation bar at the very bottom includes 'Previous', '1', '2', and 'Next' buttons.

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Organisation Type	Url	Ringgold Identifier	Root	Hierarchy Size	IP Status
GBRAS0UNI590523	University of Liverpool	Liverpool University	Univ. of Liverpool	GBR	UNI	liv.ac.uk		Yes	0	
GBRAS0UNI590101	Liverpool Hope University	Liverpool Hope Univ		GBR	UNI	hope.ac.uk		Yes	0	
GBRAS0UNI590103	Liverpool John Moores University	LJMU	Liverpool John Moores Univ	GBR	UNI	ljmu.ac.uk		Yes	0	
USAA50EDS436343	Liverpool High School	LHS		USA	EDS	http://www.liverpool.k12.ny.us/		Yes	0	
CHNAS0UNI544980	Xi'an Jiaotong-Liverpool University	Xijiao Liwupu Daxue	西交利物浦大学	CHN	UNI	www.xjtlu.edu.cn		Yes	0	
GBRAS0COL590100	Liverpool Community College			GBR	COL	liv-coll.ac.uk		Yes	0	
GBRAS0INS590102	Liverpool Institute For Performing Arts	LIPA		GBR	INS	lipa.ac.uk		Yes	0	

# Create an organisation

If an organisation doesn't exist already within the registry you can create your organization.

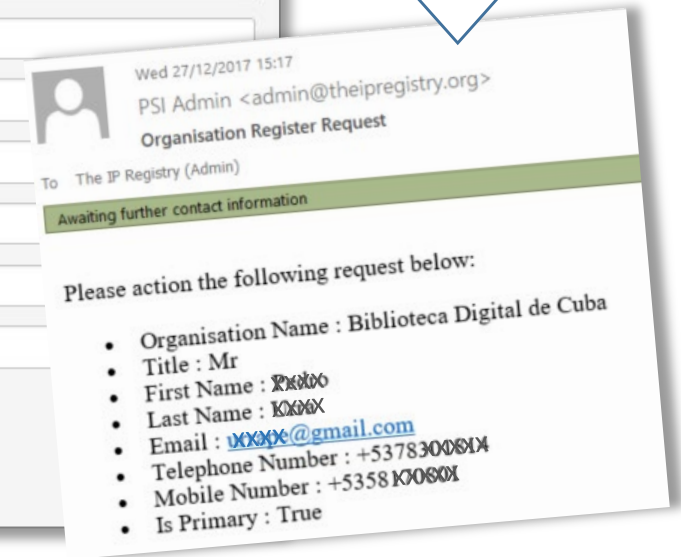


The screenshot shows the 'CREATE ORGANISATION' form on the theIPRegistry.org website. The form includes the following fields:

- Organisation/Library Name
- Title (Mr, Mrs etc)
- First Name
- Last Name
- Email
- Confirm Email
- Telephone Number (please include your country code)
- Mobile Number
- Are you the primary contact?
- 

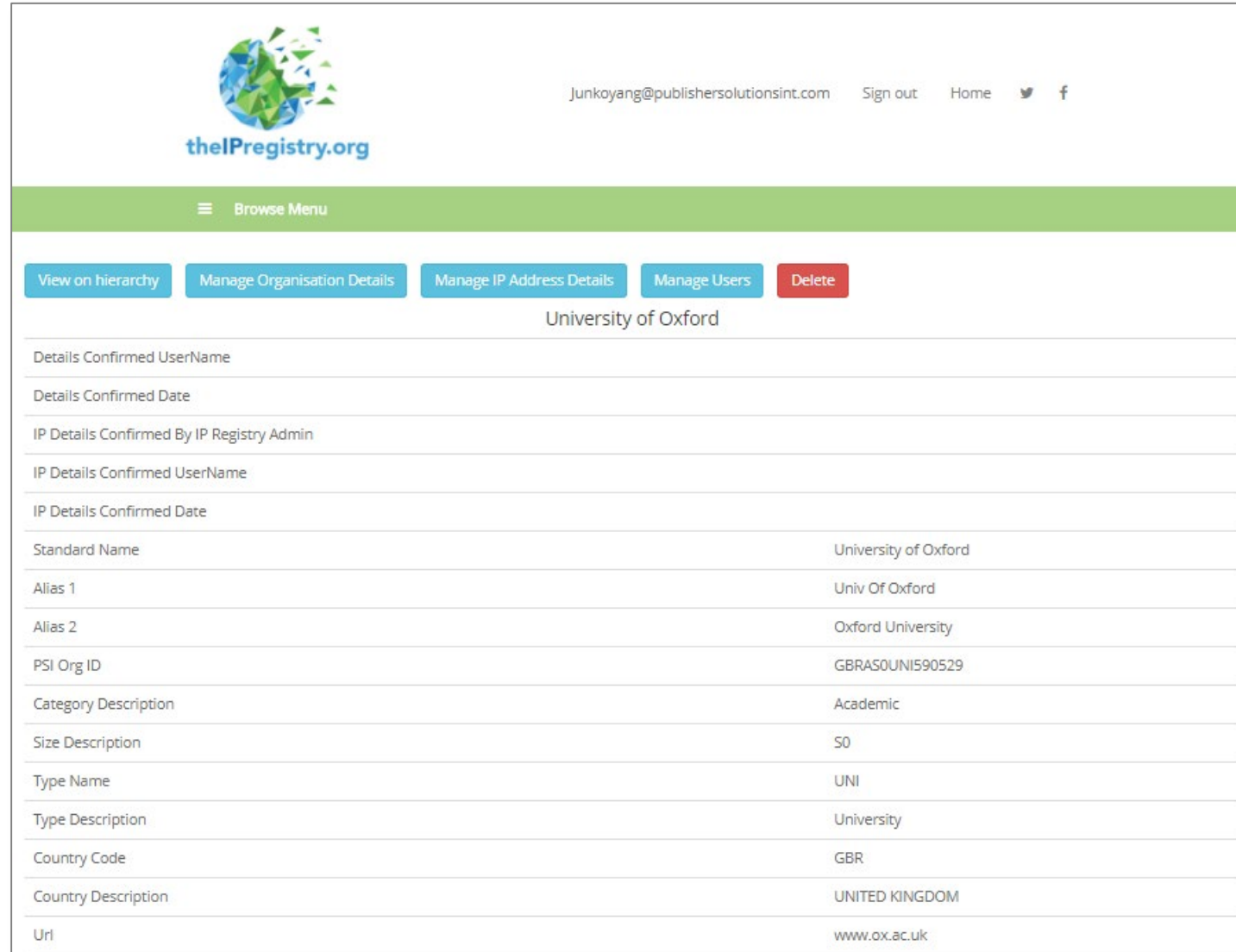
An email is automatically sent to [admin@theIPRegistry.org](mailto:admin@theIPRegistry.org). The IP registry team undertake background checks to ensure that:

- 1) The organisation really doesn't exist already within the registry
- 2) The customer requesting creation is truly affiliated with the organisation requested



# Organization details

The detail page provides the organization's information, IP addresses, affiliates, areas of interest etc.



The screenshot shows the user interface for the 'theIPRegistry.org' website. At the top left is the logo, a globe made of green triangles with the text 'theIPRegistry.org' below it. To the right of the logo, the user's email 'Junkoyang@publishersolutionsint.com' is displayed, along with links for 'Sign out', 'Home', and social media icons for Twitter and Facebook. Below the header is a green navigation bar with a 'Browse Menu' button. The main content area features a row of five buttons: 'View on hierarchy', 'Manage Organisation Details', 'Manage IP Address Details', 'Manage Users', and 'Delete'. Below these buttons, the organization's name 'University of Oxford' is centered. The details are presented in a table format with the following rows:

Details Confirmed UserName	
Details Confirmed Date	
IP Details Confirmed By IP Registry Admin	
IP Details Confirmed UserName	
IP Details Confirmed Date	
Standard Name	University of Oxford
Alias 1	Univ Of Oxford
Alias 2	Oxford University
PSI Org ID	GBRASOUNI590529
Category Description	Academic
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	GBR
Country Description	UNITED KINGDOM
Url	www.ox.ac.uk

## MANAGE ORGANISATION DETAILS

Not editable

PSI Org ID UKRA50UNI503730

You can edit your organizations details by clicking on the “Manage Organisation Details” button.

# Edit Information

Any details in the “Editable” section can be changed immediately.

The IP Registry team may require supporting evidence and/or corroboration from other sources before making changes to the information in this section.

Any details in the “Approval Required” section can be edited, but changes will be submitted to the IP Registry for approval.

theIPRegistry.org

### Editable

Size Id	S0	Children Inherit Ip Addresses	<input type="checkbox"/>
Url	http:// nau.edu.ua	External Reference	http://www.lib.nau.edu.ua/main/
Registered Company Number	Registered Company Number	Email	post@nau.edu.ua
Aliases	Национальный авиационный университет x Национальний авіаційний університет x NAU x NAU x	Telephone Number	+38 (044) 406-79-01
Notes	Kyiv	License Notes	License Notes
Address list	<input type="button" value="Add"/>	Supported Domains	nau.edu.ua x Supported Domains
Address Line 1	National Aviation University	Areas Of Interest	<input checked="" type="checkbox"/> Environmental Science <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Aerospace Engineering <input checked="" type="checkbox"/> Transport <input checked="" type="checkbox"/> Materials Science <input checked="" type="checkbox"/> Computer Science <input checked="" type="checkbox"/> Defence and Military
Address Line 3	Address Line 3	Address Line	
City	Kyiv	State/Province/Country	
Zip/Postcode	03058	Other Address Detail	
CountryId	UKRAINE		

theIPRegistry.org

### Approval required

Standard Name	National Aviation University	Api Access	<input type="checkbox"/>
Category Description	Academic	Type Description	University
Country Id	UKRAINE	Ringgold Identifier	Ringgold Identifier
Affiliations	Affiliations		
Parent	Parent		
Children	Children		
Organisation Co-Locators	Organisation Co-Locators		

You can edit an organisation's IP addresses by clicking on the "Manage IP Address Details" button.

Before saving any changes customer users will be asked to submit "supporting documentation".

We accept the following forms of supporting documentation:

1. Copy of email detailing the change
2. Free text explanation to support the change (e.g. "I, Joe Bloggs, administrator for XYZ University, confirm that this is an old IP and no longer used. JoeBloggs@xyzuni.edu 5.1.2018").

Users can add IPs, delete IPs or change the status of an IP.

IP changes are also double checked against IANA data. If, for example, the customer's IP address relates to the wrong country this will be flagged and the publisher will be advised. The publisher will also be advised if the IP address relates to a hospital etc., so that licenses can be checked and amended if necessary.

☰ Browse Menu

Add Supporting Documentation Save Changes

I confirm that the details below are correct:

### Organisation IP Addresses

Start	End	Status	Delete	Comments
041.078.076.217	041.078.076.218	Status ▾	Delete	Comments
041.078.077.109	041.078.077.110	Status ▾	Delete	Comments
041.220.027.069	041.220.027.070	Status ▾	Delete	Comments
196.220.096.000	196.220.103.255	Status ▾	Delete	Comments
196.220.124.000	196.220.127.255	Status ▾	Delete	Comments
209.088.091.208	209.088.091.214	Status ▾	Delete	Comments
209.088.089.166	209.088.089.166	Status ▾	Delete	Comments

If an IP address is already recognised within the registry a warning message will appear. This will eliminate a large number of potential errors.

IPs listed in green are verified, those listed in amber are awaiting verification, and purples are third party aggregators such as EZ Proxy.



# Submit supporting documentation

Supporting documentation can be submitted easily by clicking on the “Supporting Documentation” button. If there are conflicts with IPs already verified within *The Registry*, the team will investigate. We will contact the user if there are any issues to be resolved.

